

Academics

Kruse Center

Records Liaison: Kathy Kilbane

Kruse1 Career Services

Kruse1.1 Statistical Data

Final reports and data from Career Services. Primarily stored electronically.

Retain three years. Final Reports permanent.

Kruse1.2 Career Planning Intern Program

Applications, evaluations, first year students summary reports, evaluation forms from students.

Cut off at the end of the academic year and retain two years.

Kruse1.3 Senior Transition Conference

Evaluation forms from students.

Retain one year.

Kruse1.4 Domestic Internship Programs

Applications-referred back to until student graduates. Course approval forms for NYC and DC programs.

Retain three years. Course approval retain two years.

Kruse1.5 Recruiting Orientation Agreement

Student signed agreement for recruiting privileges.

Retain one year.

Kruse1.6 Employer Feedback Sheets

Candidate feedback from Employer-referred to by students.

Retain six months.

Kruse2 International Programs

Kruse2.1 International/Study Abroad Agreement

Contract signed by student.

Cut off at the end of the Academic year and retain seven years.

Kruse2.2 International Affiliation Agreement

Documentation that an international affiliation is approved and accredited.

Retain until superseded.

Kruse2.3 Students Records

Personal information sheets, copy of passport and all information generated by student when studying abroad.

Retain three years from end of academic year.

Kruse2.4 Study Abroad Correspondence

Memo's and letters regarding student participation in the program.

Retain for six years.

Kruse3 Electronic Media

Career Services shared drive purged every summer. Note: information transitory and documented elsewhere as noted above.

Emails electronically archived every six month. Purged every summer.

Kruse4 Dean of Academic Achievement

Kruse4.1 Pre-health Applications

File includes but is not limited to copies of applications of student's who are going into the medical field, outside letters of recommendation and transcripts.

Retain for seven years.

Kruse4.2 Scholarship and Fellowship Applications

Includes but is not limited to all documentation relating to the scholarship and fellowship applications reviewed by Dean to assist students with the application process.

Retain for seven years.

Kruse4.3 Student Meeting Notes

File includes but is not limited to notes from meetings with students who have appointments with International Programs, Honors, Academic Services, Writing Center, Pre-health Advising.

Retain for seven years.

Kruse4.4 Student Appeals

Copies of any appeals case that is sent to the The Center for Academic Achievement.

Retain for seven years.

Kruse4.5 Weekly reports

Weekly budget reports created in excel for Dean's review.

Retain one year.